

Brookville City Council  
Regular Meeting  
September 16, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on September 16, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome were present. Member Zimmerlin and Clerk Duncan were absent.

Roll Call by Finance Director Brandt.

Motion by Fowler, second by Wilder to accept the Agenda as presented. All yeas, motion carried.

Motion by Schreier, second by Wilder to accept the resignation of Vice Mayor Zimmerlin. All yeas, motion carried.

Motion by Fowler, second by Crane to appoint Member Piper as Vice Mayor. Crane yea, Fowler yea, Schreier yea, Wilder yea, Letner yea. Piper abstained. Motion carried with five yeas and one abstention.

Motion by Schreier, second by Wilder to accept the September 2, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Jayne Klose, Deputy Campaign Manager for Montgomery County Human Services, gave a presentation regarding the upcoming Issue I, a renewal levy which supports vital community services without new taxes. Ms. Klose asked for Council endorsement of Issue I.

Motion by Piper, second by Schreier to endorse the Montgomery County Human Services Issue I on the November ballot. All yeas, motion carried.

Manager Kuntz reported Brave Church has rescheduled their Movie Night at Golden Gate Park to October 3, 2025 from 7:00 p.m. until 10:00 p.m. The public is invited to attend this free event.

Manager Kuntz presented a block party request from Loren Wilson. The event is for the First Annual Caleb Drive Chili Cook Off on November 1, from 12:00 p.m. until 11:30 pm. This is an event specific for the residents who live in the Caleb Drive neighborhood.

Motion by Fowler, second by Wilder to approve a Block Party for the First Annual Caleb Drive Chili Cook Off on November 1, from 12:00 p.m. until 11:30 pm. All yeas, motion carried.

Manager Kuntz thanked everyone who came out to the Final Comprehensive Land Use Plan Update Community Forum at the Brookville Auditorium last week. The draft plan is now available on the city's website and social media platforms for review. Manager Kuntz requested residents take some time, review the document online and provide comments on the platform provided through October 3, 2025. Those without internet access can pick up a copy at the Municipal building. A final draft will be introduced to the Planning Commission and City Council at a future public hearing, the date of which is still to be determined. The final draft will subsequently need to be approved by the City Council.

Manager Kuntz reported Fire Chief Fletcher, along with Finance Director Brandt, has been working on incorporating the city's current Employee Policy with Lexipol's recommended policies. Lexipol is an agency that the city's police and fire departments have used for several years and is an industry provider in best practices for risk management and policy and procedural manuals.

Chief Fletcher provided a brief update on the transition to Lexipol for employee policy management, which he reported will enhance accessibility and compliance. City Council should expect some requests from staff over the next few months to update the city's employee policy manual.

Manager Kuntz recognized the Service Department for the extensive maintenance work throughout the community over recent weeks.

Finance Director Brandt presented the August 31, 2025 Fund Balance report.

Motion by Fowler, second by Piper to accept the August 31, 2025 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt requested Council approve the first reading of Resolution No. 25-13, an annual resolution which accepts the amounts and rates as determined by the Montgomery County Budget Commission, in order to receive our real estate tax.

Motion by Wilder, second by Fowler to read proposed Resolution No. 25-13. All yeas, motion carried.

Motion by Schreier, second by Wilder to accept the first reading of proposed Resolution No. 25-13. All yeas, motion carried.

Finance Director Brandt requested Council approve the first reading of proposed Ordinance No. 2025-14, which amends the sewer rates for the next three years. Finance Director Brandt reported that 80% of our residents use an average of 20 cubic feet or less per quarter, which will increase the average bill by \$8.00 - \$11.00 per quarter.

Motion by Fowler, second by Schreier to read proposed Ordinance No. 2025-14. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the first reading of proposed Ordinance No. 2025-14. All yeas, motion carried.

Finance Director Brandt requested Council accept the first reading, dispense with the second and third reading and adopt proposed Resolution No. 25-14, which amends our annual appropriations and Certificate of Estimated Resources.

Motion by Wilder, second by Fowler to read proposed Resolution No. 25-14. All yeas, motion carried.

Motion by to accept the first reading, dispense with the second and third reading and adopt Resolution No. 25-14 entitled "A RESOLUTION AMENDING THE 2025 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW." All yeas, motion carried.

Fire Chief Fletcher had no report.

Police Chief Jerome reported preparations are underway for the annual Ghostly Night Out event on October 18. Monetary and candy donations for the event are being accepted now.

Law Director Stephan presented a proposed Ordinance modifying Chapter 741 Solicitors. The proposed ordinance addresses three issues. The hours for solicitation are modified to provide for

door-to-door solicitation from 9:00am and 6:00pm on each day of the week from November 1 to March 31, and from 9:00am to 7:00pm on each day of the week from April 1 to October 31. The proposed Ordinance also establishes the requirement that the door-to-door solicitors shall register with the police department prior to commencing door-to-door solicitation. The proposed Ordinance would also establish a do not solicit list which would permit residents to choose to prohibit door-to-door solicitation at their residence. The solicitors would be provided with a copy of the do not solicit list at the time of their registration.

Discussion followed. Council requested non-profit organizations be exempt from the registration process.

Mayor Letner reported he will be speaking at the Age Friendly Luncheon on September 18 and encouraged everyone to attend.

Police Chief Jerome advised Mulberry & Main has requested a Special Event Permit to hold a block party on Mulberry Street between Market Street and Main Street to celebrate their one-year anniversary. The event would be held from 4:00 p.m. until 10:00 p.m. on October 11, 2025.

Motion by Fowler, second by Piper to approve the Special Event Permit For Mulberry & Main to hold a block party on October 11, 2025 from 4:00 p.m. until 10:00 p.m. as presented. All yeas, motion carried.

Bruce Garber, 434 Sycamore Street, requested Council extend the annexation moratorium until after the first of the year.

Damian Kristof, 61 Oak Street invited seniors to attend a new educational program entitled WISE, which stands for Wellness Initiative for Senior Education at the Brookville Public Library, beginning September 26, 2025. Mr. Kristof also announced he has accepted a new position in the Cleveland area and will be leaving his position at the Brookville Library on October 10, 2025. Mr. Kristof thanked Council and city staff for all of their support, stating they have been an honor to work with.

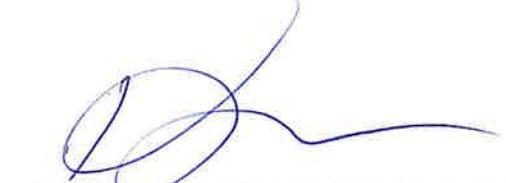
Member Fowler stated Mr. Kristof will be sorely missed as he has been a tremendous asset to the Brookville community.

Motion by Fowler, second by Schreier to go into Executive Session regarding O.R.C. 121.22(G)(1) to consider the appointment of a public official. All yeas, motion carried.

Motion by Schreier, second by Fowler to go into Executive Session regarding O.R.C. 121.22(G)(1) to consider the appointment, employment or compensation of a public employee. All yeas, motion carried.

Motion by Wilder, second by Schreier to go back into Regular Session. All yeas, motion carried.

Motion by Fowler, second by Piper to adjourn. All yeas, motion carried.



Kimberly Duncan, Clerk



Charles Letner, Mayor